



# Westways Primary School Ice and Snow Clearance Policy

October 2023

This policy will be reviewed annually

To ensure the safety of staff, visitors and pupils at school premises, and to satisfy legal requirements for the provision of a safe working environment we adopt a common sense approach to the clearance of snow and ice during periods of bad weather.

School management and governors have a duty to take 'reasonable' steps to keep premises free from danger, enabling us to consider the health, safety and well-being of all stakeholders. To adhere to these commitments, we have produced this policy, have arrangements in place for gritting and a risk assessment.

### **Clearing/Gritting Arrangements**

Arrangements are in place (see Gritting Plan) for areas of the school identified by the buildings supervisor as hazardous to be gritted. These arrangements will differ depending on the type of bad weather (i.e. snow or ice). For example, in the event of snow the following routes will be cleared and gritted:

- 1) [Bottom] Mona Avenue entrance to the main entrance;
- 2) [Top] Mona Avenue entrance to Western building;
- 3) Mona building to Warwick building;
- 4) Mona building to Western building;
- 5) Western Road vehicle entrance to Western building and to Warwick building.
- 6) Year 2 Mona building entrance to the Year 1 Mona building entrance.

\*Gates on the Warwick and Mona playgrounds will be closed.

A clear pathway should be made through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel. Once the path has been cleared rock salt/grit will be used to assist in providing extra grip. Routes will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.

If conditions are too extreme, it may be necessary for normal routes to be temporarily unavailable and alternative arrangements put in place. Staff will be on hand to communicate this to parents/carers at the beginning and end of school day where possible. Please note: it is not appropriate for school staff to clear or grit areas falling outside the school site boundary.

It should be noted that assistance from parents/volunteers wishing to help with the clearance of snow on school grounds is welcomed. School should ensure that these volunteers have appropriate footwear and clothing (coat, gloves, etc.) and are comfortable with the physical exertion involved. Again, volunteers should be encouraged to take regular breaks from the task.

### **Role of the Executive Headteacher/Head of School and School Business Manager**

- Responsible for ensuring (before the winter term) that the school site is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt/grit and sand/grit etc.
- Responsible for rearranging the duties and hours of the building supervisor/caretaker to ensure that the site remains safe during periods of bad weather.
- Carry out a risk assessment in advance of bad weather.
- In the event of extreme bad weather (i.e. snow or ice), communicate to staff that children are to come straight into school upon arrival.

### **Role of the Buildings Supervisor/Caretaker**

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and gritting arrangements.
- Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition, supplies of rock salt/grit should be monitored throughout the winter period and replenished promptly.
- Responsible for temporarily closing access areas around the school in line with school gritting arrangements.

- Communicate to the Executive Headteacher/Head of School and/or School Business Manager the implementation of the gritting arrangements.
- Complete the snow and ice clearing report.

### Role of Governors

- Responsible for reviewing the schools ice and snow clearance policy and gritting arrangements to ensure its adequacy and suitability.
- Should agree the routes and areas of the school to be cleared.

### Role of Staff

- Responsible for reporting to the Executive Headteacher/Head of School and/or School Business Manager any situation where the recommended action contained within the school ice and snow clearance policy/gritting arrangements has not been carried out
- Responsible for safeguarding own and colleagues' health & safety in bad weather.
- Wear footwear/clothing appropriate to the conditions.

### Role of Parents/Carers and Pupils

- Wear footwear/clothing appropriate to the conditions.
- Stay on cleared/gritted pathways at all times.
- Alert any staff member of concerns they have regarding health and safety during adverse weather.

### Gritting Plan

Grit spread across Mona and Western playgrounds in order of priority.

